



INVITATION TO BID

May 23, 2016

The Little Traverse Bay Bands of Odawa Indians, a federally Recognized Indian Tribe, invites your business to submit a Bid for Qualified Consultant to Assist in the Development of a Tribal Non-Point Source Watershed Management Plan.

Included with this letter are:

- 1.) Provisions governing this ITB.
- 2.) Technical questions can be directed to Lauren Dey, Water Quality Technician at 231-242-1572 or by email ldey@ltbbodawa-nsn.gov or Daugherty Johnson, Environmental Services Manager at 231-242-1571 or by email djohnson@ltbbodawa-nsn.gov

Thank you for your interest.

Sincerely,

Mandy Szocinski

Mandy Szocinski

Accounting

I. BIDS DUE

- A. All bids must be received by Mandy Szocinski in the Accounting Department by **June 17, 2016** no later than 4:00pm prevailing local time. Submittals received after deadline will not be considered.
- B. Bids will be accepted in the following four methods:
 1. In person: Accounting Department, 7500 Odawa Circle, Harbor Springs, MI 49740
 2. By Fax: 231-242-1449
 3. By E-Mail: mszocinski@ltbbodawa-nsn.gov
 4. U.S. Mail to: Little Traverse Bay Bands of Odawa Indians
Attn: Mandy Szocinski
7500 Odawa Circle
Harbor Springs, MI 49740
- C. Any questions regarding the bid process may be directed to Mandy Szocinski, at 231-242-1439.

II. SCOPE

The Little Traverse Bay Bands of Odawa Indians (LTBB), is seeking qualified Professional Engineer to develop a storm water management plan on Reservation. Specifically, we wish to develop a Nonpoint Source (NPS) Watershed Management Plan following the "nine elements of a watershed-based plan" process and approvable by the U.S Environmental Protection Agency (EPA), The NPS Watershed Plan will include development of a nonpoint source assessment report, development of a nonpoint source management plan, and provide public outreach and education to include a public comment process. With this the LTBB Environmental Services Program is seeking a qualified consultant to assist in the development of a Tribal Non-Point Source Watershed Management Plan. This is part of our Storm water, Asset management & Wastewater (SAW) grant Work plan. The following proposed tasks will support the development of LTBB's NPS Management Plan that aligns with the findings of the NPS Assessment Report, as well as a meaningful stakeholder involvement process.

- A. Update the LTBB's NPS draft assessment report with recent reports to comprise a finished NPS assessment report. Example of some reports included:
 - LTBB water quality and Technical reports
 - Local watershed plans
 - Local storm water management plans
- B. Work with LTBB to find any data gaps that may exist in the NPS Assessment Plan.
- C. Update LTBB GIS Analysis for Potential of Nonpoint Source Pollution map.
- D. Review the draft final NPS Assessment Report.
- E. Develop an annotated outline for the NPS Management Plan based on the report format contained in EPA's Handbook for Developing and Managing Tribal Nonpoint Source Pollution Programs under Section 319 of the Clean Water Act.
- F. NPS Management Plan will require the following components:
 - Identification of BMPs and other measures to reduce NPS pollutant loadings by category and subcategories as identified in the NPS Assessment Report to address specific polluted runoff sources.
 - Identification of costs of BMPs and other measures to reduces NPS pollutant loadings.
 - Identification of programs to implement the NPS management plan, including nonregulatory or regulatory programs for enforcement, technical assistance, financial assistance, education, training, technology transfer, and demonstration projects.
 - A schedule containing annual milestones for using the identified program implementation methods for the first five years of the program.
 - Outline mid-cycle goals/milestones for the next five to ten years
 - Identification of partners for implementing BMPs
 - Identification of all potential sources of federal and other financial assistance programs and funding that might support the NPS program.
 - Identification of the federal financial assistance programs and federal development projects that affect tribal water resources.
 - Identification of local and private experts (e.g., range conservationists, fish and wildlife staff, hydrologists, agricultural experts) to be used in developing and implementing a management plan.

- Development on a watershed basis
- G. Identify any questions or potential areas for improvement in the NPS Assessment Report to ensure seamless integration with the NPS Management Plan, and make make recommendations to LTBB staff.
- H. Identify information needs and associated information sources for each section of the report using the NPS Management Plan Outline.
- I. Work with the LTBB and other key implementation partners as listed in the NPS Assessment Report to identify potential BMPs for each category and subcategory of NPS pollution.
- J. Work with the LTBB and other key implementation partners as listed in the NPS Assessment Report to identify potential BMPs for each category and subcategory of NPS pollution. In addition, Consultant will work with the LTBB and key partners to identify appropriate management programs that the Tribe can use to implement the identified BMPs, as well as potential funding sources.
- K. Attend a work session with key implementation partners to discuss high priority areas identified in the NPS Assessment that will include the use of maps developed by LTBB staff to identify priority areas and a facilitated discussion on effective BMPs and project opportunities to address priority areas and NPS sources and cause.
- L. Develop a draft of the NPS Management Plan using the outline developed and the information compiled with assistance from partners.
- M. Develop the report using Microsoft Word and will include maps and other graphics as appropriate: and submit the draft to LTBB for review and comment.
- N. Address any comments, revise draft NPS Management Plan and submit to U.S. EPA Region 5 for review.
- O. Work with LTBB to address comments made by U.S EPA Region 5 and provide summary of those comments.
- P. Using comments, Prepare a final draft NPS Management Plan to be submitted for public review and comment.
- Q. Final drafts of NPS Assessment Report and NPS Management Plan will be available for public review for 30 days.
- R. Prepare news article on program and work with LTBB to place in local newspapers, the LTBB website, the Nibiish Naagdownen website, and any other outreach tools.
- S. Work with LTBB to plan and coordinate 2-3 facilitated public workshops as a way to obtain feedback on the draft documents, but also educate stakeholders on NPS issues. Stakeholders include LTBB, local municipal staff and residents affected by Tribal water resources.
- T. Compile public comments at the end of the 30-day public review and comment period and prepare a responsiveness summary for inclusion in the NPS Management Plan and incorporate per LTBB into final NPS Management Plan for submittal to US. EPA Region 5.
- U. Provide LTBB with list of associated modifications to the NPS Assessment Report and NPS Management Plan as a result from public comment used to create finalized report and plan.
- V. Provide timeline to complete and monthly itemized invoices.
- W. Draft Assessment Report and Management Plan are to be finished by January 1, 2017.

II. QUALIFICATIONS OF CONTRACTOR,

- A. Must not appear as listed as parties that are excluded from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for Nonprocurement suspension and debarment.
- B. The Parties understand that LTBB has enacted a statute, WOS 2012-008, the Sex Offender Registration and Notification Statute, to fulfill the obligations of sex offender registration and notification. All contractors, including their employees including all subcontractors and their employees that are sex offenders that are mandated to register are required to update their registry with the LTBB Law Enforcement when working on sites under the jurisdiction of LTBB.
- C. Must have 5 years experience with the EPA and/or with the Clean Water Act.
- D. Must be available immediately.
- E. Must have ability to complete draft by January 1, 2017 or sooner.
- F. Firm must have a Professional Engineer on staff for this project.

III. PREFERENCES FOR CONTRACTOR

- A. Native American Preference shall apply.
 - 1. Citizens of the Little Traverse Bay Bands of Odawa Indians,
 - 2. Citizens of Other Federally Recognized Tribes, as certified by the Bureau of Indian Affairs
- B. Special consideration shall also be given to firms proven to be minority owned and/or classified as small business, see item 4 of “Bid Package” submittal for documentation needed.
- C. Knowledge of and/or experience with Native American Communities/Cultures will be preferred.

IV. INSURANCE REQUIREMENTS

The Contractor must meet and agree to maintain during the term of the Contract, the following insurance coverage as required by law. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan.

- A. The Contractor shall carry Worker’s Compensation and Employer’s Liability Insurance Coverage.
- B. The Contractor shall be responsible for insuring all its vehicles, equipment, tools and all materials which it may use at the work site during contract period. LTBB shall not be responsible for any loss or damage to the Contractor’s vehicles, equipment, tools and materials.
- C. The Contractor shall procure and maintain during the term of the contract Commercial General Liability Insurance on an “occurrence basis” with limits of liability of not less than \$1,000,000 per occurrence combined single limit, for Personal injury, Bodily injury and Property Damage. Coverage shall include the following extensions: 1.) Contractual Liability; 2.) Products and Completed Operations Coverage; 3.) Independent Contractors Coverage; and 4.) Broad Form General Liability Extensions or equivalent.
- D. The Contractor shall maintain Vehicle Liability Coverage and Michigan No-Fault coverage including all owned, non-owned, and hired vehicles, of not less than \$1,000,000 per occurrence combined single limit.
- E. If any of the above coverage expires during the term of the contract, the Contractor’s insurer shall deliver renewal certification and/or policies to: Little Traverse Bay Bands of Odawa Indians, Accounting Contracts Personnel, and 7500 Odawa Circle, Harbor Springs, Michigan 49740.

VI. FUNDING REQUIREMENTS

This project is funded 100% with funds available through the Michigan Department of Environmental Quality Stormwater, Asset management and Wastewater grant.

VII. CONTRACT AWARD

The LTBB Water Quality Technician, the LTBB Environmental Services Manager, and the LTBB Contracts Personnel will evaluate the bids and make a decision to award the contract to one or more of the most responsive, responsible bidder(s) having proven experience in services as described above. Native American Preference shall apply.

The award may be split, at the LTBB’s discretion, between two (2) or more contractors to better service specific locations.

LTBB may make a determination that the rejection of all bids is in the best interest of LTBB. LTBB will not pay for any information herein requested, nor is it liable for any costs incurred by the bidder.

BID PACKAGE

Contractors must submit a response in the form of a bid that includes the following sections:

- A. TRANSMITTAL LETTER – his letter is to be a brief letter, addressed to Mandy Szocinski, that includes; Name, address, telephone number, and email of the contact person including the signature, typed name and title of the individual who is authorized to commit the contractor to the proposal
- B. BID
 - 1. Introduction
 - a. Company Profile including the date organized to provide services
 - b. Key staff who will perform the tasks for this project
 - c. List of References

- d. List and provide contact information for any subcontractors for the project
2. Work Plan – describe in detail the tasks, timeline and deliverables to complete the project as it relates to the Scope of Services. Include equipment and/or technologies to be used. Clearly indicate which tasks will be completed by subcontractors (if applicable).
3. The total fixed price cost of the services for the Contract term as noted in Section II of this invitation.
4. Documentation Required for Preferences Listed in Section IV—All things being equal, the following types of firms would receive special consideration, in the award of this contract:
 - Indian Owned— Indian owned is defined as, at least 51% Indian owned & controlled by person(s) of certified (federally recognized) Native American heritage; SBA or Tribal certification required.
 - Minority Owned— Minority owned is a firm that is at least 51% owned and controlled by a minority and so documented; SBA 8-a certification required.
 - Small Business— Small business for this purpose is firm doing less than \$2 million annually as verified by gross receipts, SBA certification required.
5. A copy of the Certificates of Insurance for the Contract term as noted in Section V of this invitation.

Bid Evaluation Criteria
(Total Possible Points=100)

Criteria	Rating
Capabilities and services to perform specific project	15
Qualifications and experience of staff dedicated to this project	15
Responsiveness and flexibility	5
Quality of Samples Reports and work products	15
Ability to complete tasks as requested	5
Experience with the Clean Water Act/EPA	5
Quality of Service (based on Prior experience w/LTBB)	5
Ability to meet deadline	10
Total Cost and Hourly Rate	15
Experience with gathering and analyzing community/ stakeholder input	5
Knowledge of Tribal/Governmental Operations	3
Women and minority owned business	2
TOTAL SCORE	100

CONTACT INFORMATION

Administrative/Contractual

Mandy Szocinski
Accounting and Contracts
(231) 242-1439
mszocinski@ltbbodawa-nsn.gov

Project Contact

Lauren Dey
NRD-Water Quality Technician
(231) 242-1572
ldey@ltbbodwa-nsn.gov